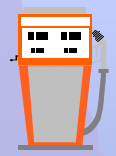
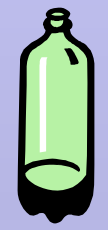
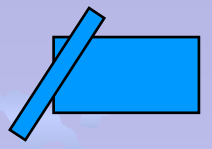
Conduct Change of Primary Hand Receipt Holder

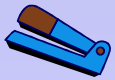
Motivator

Sometime during your military career you will be assigned the duty and responsibility of being a Primary Hand-Receipt Holder. You will be expected to perform the tasks required of that position. This awareness training lesson will provide you the necessary knowledge needed for you to accomplish this mission. Your attention

Terminal Learning Objective

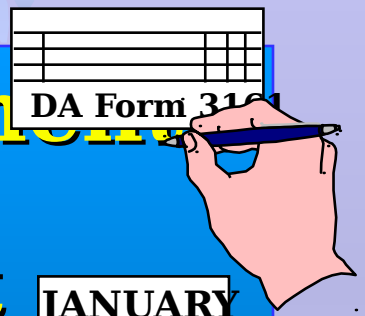





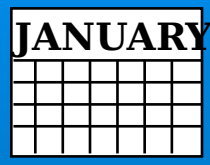


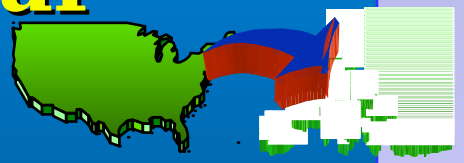
Identify procedures for the pre-inventory, and inventory phases, also the prescribed reconciliation procedures for a change of primary hand

Inventory Conditions



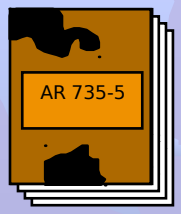
- Change of duty assignment.
- Absence of hand receipt holder more than 30 calendar days.

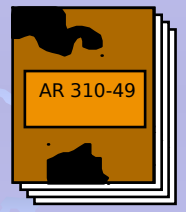


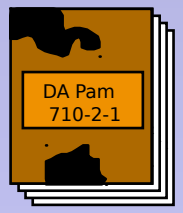


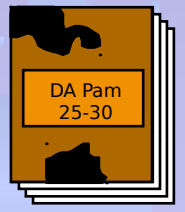
- Change of unit assignment.
- When requested by

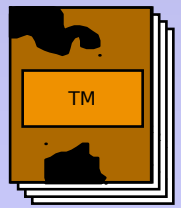
Publications/List











- Hand Receipts
- Army Regulation 735-5
- Army Regulation 310-49
- DA Pamphlet 710-2-1
- DA Pamphlet 25-30

Publications/List Continued

- Standing Operating Proce
- Modified Table of Organization and Equipment

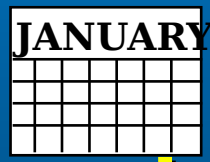
MTOE

- Table of Distribution and Allowances
- Common Table of Allowances

Pre-Inventory Procedures

- Plan the Inventory
- Update Hand Receipt

- Determine Items and Equipment to Inventory
- Ensure Current Publications are on Hand



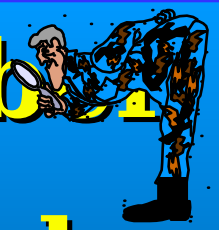
- Set Date and Time to Conduct

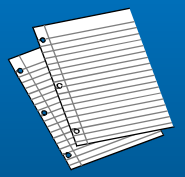
Inventory Procedures

- Physically Count Supplies and Equipment
- Check the Item for Completeness
  - Use TMs or SCs
  - Make Sure Shortages are Listed on Shortage Annex
    - Basic Issue Item (BII)
    - Component of End Item

Inventory Procedures Continued

- Verify Serial Number
- Verify Item on Work Order
- Inspect Serviceability





Reconciliation Checklist (Unit)

- Identify Shortages
- Identify Overages
- Cross level Overages Within the Unit
- Reconcile Sub-Hand Receipts

Reconciliation Checklist (PBO)

- ✓ Verify Hand Receipt Change Documents
- ✓ Turn-in Overages
- ✓ Prepare Adjustment Documents
- ✓ Update Shortage Annex
- ✓ Reconcile Sub-Hand Receipts
- ✓ Sign Hand Receipt

Check On Learning

To determine if the student has learned the material presented in this training lesson.